

RFGA Review: Questions and Answers (Updated 4/4/2008)

	Question	Answer
General Questions	Can providers review the proposal comments from the last RFGA now that the new RFGA was out? (3-4-08)	Applicants who submitted an RFGA application in FY 08 were given an opportunity to review applications and scoring forms after the review process. These applications will not be made available during this current RFGA competition.
	In the RFGA for FY08, you gave us the coming year's goal projections. What goals should we use since 2009 Projected Goals aren't included?	Use 2008 State goals and also consider your current circumstances.
	The RFGA states "an estimate only of the Assistance dollars available, by county, based on a 1.75% cut in federal funding with level state funding." To me this means that the figures for county allocations should be 1.75% less than last year's county allocations, but according to my copy of the FY08 RFGA, this year's figures are the same as last year's. Please explain.	<p>If we receive level funding from the state and the federal government only cuts funding by 1.75%, we anticipate being able to fund counties at the same level as we did last year (in spite of the cut). At this time we haven't received official word regarding Federal funding nor do we know what impact State budget deficits will have on our state adult education funding.</p> <p>Also keep in mind that if we are able to fund each county at the same levels as last year, if any newly funded providers are accepted, current Adult Ed providers could see a reduction in funding.</p>
	I did not notice instructions on attachments such as past federal tables, staff resumes, mou's – should these be embedded in Section 3?	In sections III-2, III-3 and III-4, in the Coordination, Integration, and Non-Duplication form, applicants are asked to provide evidence of formal collaboration through articulation agreements and/or memoranda of understanding. Additionally, the applicant is encouraged to include documents such as federal data tables, resumes, etc. that the applicant believes will strengthen and support the submitted application. These documents should be included in an appendix in the back of the application and should be referred to within the narrative sections of applicable forms.
	I printed the RFGA the day it was released. I noticed the RFGA posted on-line has a revision date. You have provided us a list of changes. Are these changes between the original and the revised? Jerald mentioned updated budget forms. Can these be pasted into our original packet?	The first RFGA was posted for about an hour. The deadline to submit the RFGA was incorrect and was changed. The correct deadline date to submit a grant application is 4-14-08 by 4pm. No other changes were made. Applicants should still refer to the RFGA Corrections document that is posted on the web.
	When was the most recent AZ State Adult Education Standards update?	2006
	Is it alright if the letters of support were done in the last 12-18 months?	Letters of support and MOU's are considered current within the last 18 months as long as evidence shows the collaboration is still active.
	Students have spoken to legislations regarding possible funding cuts and got the message that AE is "under" the radar. Can Karen speak to possible cuts?	Superintendent Horne has asked that Adult Education be exempt from State Budget cuts. However, budget negotiations are not complete. At this time we are uncertain of what our funding will be for fiscal year 2009.

General Questions	If our program is conducted throughout the state, can entire program be covered by one application?	Yes
	Can we offer ABE/AES classes to students with a HS diploma?	Services may be offered to students with a HS diploma if the initial assessment indicates that their academic skills fall into one of the ranges indicated by the National Reporting System (NRS). However, students without a HS diploma should be given priority if there is a waiting list for services.
	Matching Funds – Please explain again the definition of “Adult Ed. Matching Funds” and give examples.	Matching Funds are considered “Other \$ Non-Federal” and “In-Kind Contributions.” “Other \$ Non Federal” would be any State (not including ADE/AES State funds), local, public or private grant received for Adult Education. “In-Kind” is described as valued non-cash contributions, services, property, or assistance received by the Adult Education program, for the purpose of Adult Education program operations.
Application Requirements Questions	Clarify what constitutes “proof of fiscal solvency.”	Successful applicants will be advised of this during the contract negotiation period.
	Define “administrative cap,” what activities, personnel, etc. are considered “administrative” costs?	The Administrative cap is 5% of ADE/AES funds and is the maximum amount that can be used for administration unless previously approved by ADE/AES. The support services admin section of each detailed budget form is the section where administrative cost must be listed. To determine what is considered administrative cost, please review the support services administration column on the Chart of Accounts (Section IV Page 9 of the RFGA).
	Admin. needs to be pre-approved, do we submit it with the grant or does it need to be approved before hand? Where do we list the amount?	The Workforce Investment Act considers professional development part of local admin. Because ADE/AES requires that 10% of the grant award be allocated to professional development, it is assumed that all applicants will go over 5% in admin cost. The additional admin cost will be approved as a part of the budget revision process.
Assessment of Need Questions	Is the 60%-40% set if our area has just as much need for ELAA? Can we request a different %?	You may request funding for one category or for multiple categories. It is not necessary to split your request for your service area in the same way as the target split for the state. However, you must justify your request for funding in the <i>Assessment of Need</i> section of the application.
	Do we have to use demographic data – provided? Or can we use more up to date data? Why are you using 2000 data?	You must address the demographic data provided. However, you can use other demographic data to help build your proposal but you must reference the source
	Must assessment of need address each city served in Maricopa County separately?	Yes
Budget Questions	For supplemental fees applications that have not been submitted to ADE/AES should an estimated amount be entered into the general budget?	If you are planning to charge supplemental fees in FY09, fees should be entered into the budget. Keep in mind for planning purposes before fees can be charged, they must be approved by ADE and a fee notice must be posted for 90 days.

Budget Questions	How is “full time” defined?	In <i>Section V, Appendix B: Glossary of Terms</i> in the RFGA, a full-time employee is defined as, “An employee of the program who works at least 30 hours per week and is benefitted through the program.” A part-time employee is defined as, “An employee of the program who works fewer than 30 hours per week. The employee may or may not have benefits through the program.”
	On the detailed budget forms, for instructional staff and support services staff, do you want FT and PT shown separately?	Yes. In the “Line Item Description” column of the Budget Detail forms, separately describe FT and PT staff, salaries and benefits.
	My line item description doesn’t fit in the space provided on the Budget Detail form.	An additional page may be attached if the description doesn’t fit in the cell provided on the Budget Detail form.
	Is 10% Professional development of total budget or ADE funding?	10% of the total ADE funding allocation
	How do you address a teacher who teaches both ELAA and ABE/ASE? Duplicate on both sheets or use one?	On the Detailed Budget form for each category, you should identify the percentage of time for that job function. (i.e. .50 ABE/ASE; .50 ELAA)
	Are Indirect costs considered part of “admin.” costs? Rate for FY09 not yet available.	No. Indirect cost should be listed separately near the bottom of each budget form (just before capital outlay). Since FY09 indirect rates are not available yet, use FY08 rates as an estimate.
	Can you give examples and describe what indirect is?	Indirect cost are expenses that incur for the joint benefit of more than one project and cannot be readily and specifically identified with a particular project without effort disproportionate to the results achieved. Indirect expenses can include, but are not limited to, facility expenses (rent, utilities, joint meeting rooms, etc.), information technology systems, employees who serve an entire organization (Human Resources, Facilities, etc.).
	Where is the 10% professional development shown in the budget?	On the Detailed Budget Forms, professional development can be described in two places: 1) As a part of salary, describe any job-embedded professional learning and planning separately for all full time and part time staff. 2) In the Support Services Admin section under Purchase Professional Services, describe in detail the professional development activities.
	Must we separate budgets for each learning center and combined community sites?	No.
Class Schedule Questions	How do you address a class with ELAA 4/5 and ABE 1 in 1 class?	You can include it in both ELAA and ABE/ASE Proposed Class Schedule forms. On the Detailed Budget form in each category, use an estimated percentage for costs associated with the class.
	If class schedules change, will a revision need to be submitted to ADE?	Yes, and it must be submitted prior to the schedule change
	On Learning Center schedule page, can only 1 Learning Center be listed per page? If so, why are there 2 places for listing Learning Center names?	The ‘form’ referenced in the instructions refers to the table, not to the page. There are two tables on the Proposed Class Schedule for Learning Centers. If an applicant has only one learning center, only fill in the first table. If the applicant is

		proposing two learning center, use both tables. If the applicant is proposing more than two learning centers, it will be necessary to copy and paste one of the tables as many times as is necessary to accommodate each learning center. The Reviewers prefer that each learning center be on a separate page.
Coordination, Integration & Non Duplication Questions	What is expected in an articulation agreement? Are collaboration agreements acceptable?	<p>An articulation agreement should articulate how each entity will benefit the other for the ultimate good of the adult education student. Agreements must be signed by all parties named.</p> <p>Collaboration agreements are acceptable as long as they describe how the collaborators benefit each other for the ultimate good of the adult education student. Agreements must be signed by all parties named.</p>
Program Operations Questions	What is the definition of Professional Learning Processes? What is specifically being asked for on the program operations pages?	<p>Professional Learning Processes are standardized practices that ensure that staff have the skills necessary to implement the specific strategy(ies) being addressed.</p> <p>On the Program Operations form, identify the on-going and standardized professional learning processes that are currently in place and/or planned to ensure that the strategies for each indicator are successfully implemented. These processes should be standards-based (refer to the National Staff Development Council Standards for Professional Development at www.nsdc.org) and measurable (results-driven).</p>
	Some strategies may not necessarily have a professional learning process. What then?	If a strategy does not have a professional learning process associated with it, you may leave that cell blank. For example, a student recruitment strategy such as "Disseminate flyers" may not have a PL process associated with it; however, a student recruitment strategy such as "Determine which areas within the community to target for dissemination of flyers" will likely have a PL process associated with it.
Qualifications of Personnel Questions	If you have a FT person who works with all 3 categories (ABE/ASE, DL and ELAA), can we use .33 FT on qualification forms or count them 3 times as FT?	Yes. On the Qualifications of Personnel form, count the person in each category according to the % of time dedicated for that job function. On the Detailed Budget form for each category, you should also identify their percentage of time for that job function. (i.e., .33 FT)
	Regarding # of full time staff / # of part time staff, do you want # of staff or # of positions?	We want the number of staff. For example, if one full-time position is filled by two people part-time people in a job-sharing situation, it would count as 2 part-time staff.
	Instructional leadership – Do all staff need to be placed on this form?	Identify only the key staff that is primarily responsible for providing instructional leadership for teachers and/or volunteers in the program.
	Does the coordinator of DL services have to be certified in AE if he/she refers all direct instruction to ABE/ASE instructors?	No, not if he/she does not do any instruction and is not the program administrator. All instructors and program administrators must hold valid adult education certification, DL included.